

*New Hampshire Department of Education  
Bureau of Special Education  
101 Pleasant Street  
Concord, New Hampshire 03301*

**November 10, 2016**

## **REQUEST FOR PROPOSALS**

**RFP #SPED-2016-15**

### **Professional Development Trainer For Volunteer Educational Surrogate Parent Program**

Deadline for Receipt of Proposals: 4:00pm, Friday, December 16, 2016

Proposal Inquiries: All questions about this Request for Proposals (RFP) should be submitted in writing by e-mail or fax (include your fax number) to:

Barbara Dauphinais  
New Hampshire Department of Education  
Bureau of Special Education  
101 Pleasant Street  
Concord, New Hampshire 03301  
Fax: (603) 271-3791  
E-mail: [Barbara.Raymond@doe.nh.gov](mailto:Barbara.Raymond@doe.nh.gov)

The deadline for receipt of inquiries is 4:00pm, Wednesday, November 23, 2016. The Department of Education (**Department**) will address inquiries received by the deadline, in writing, if they are determined to be vital to the competitive bidding process, a written response will be sent no later than five (5) working days after the deadline to all who submitted inquiries. In addition, any modifications to the specifications contained in this RFP shall be made only in writing by the Department immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. All questions and responses will be posted on the New Hampshire Department of Education website ([www.education.nh.gov](http://www.education.nh.gov)). Verbal agreement or instructions from any other source are not authorized or binding on the State of New Hampshire (**State**).

All advisory committees are encouraged to distribute this Request for Proposals (RFP) to any/all qualified individuals/organizations.

#### **GRANT AWARD:**

The Department expects to award a one year contract effective July 1, 2017 or upon Governor & Council approval, whichever is later, to the successful applicant. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$9,900.00 total for the one year contract period.

**PURPOSE:**

The purpose of this RFP is to seek proposals for an individual to develop and provide the required professional development and training for the New Hampshire Volunteer Educational Surrogate Parent Program per Ed 1115.

The New Hampshire Department of Education is responsible for training and assigning of educational surrogate parents for those students who have been referred or identified as needing special education services, whose parents are unable to be located or unknown, the child is under legal guardianship of DCYF, a court has issued a written order for an educational surrogate parent, or a child is found to be homeless in accordance with the McKinney Vento Act. All requests and application materials for educational surrogate parents undergo a referral process based on the Rules prescribed in the *New Hampshire Rules for the Education of Children with Disabilities* (Amended as of May 15, 2014). The Educational Surrogate Parent Program serves Infants and Toddlers ages 0 to 3 years, and students up to the age of 21 years.

**1.0 SERVICES TO BE PROVIDED**

- 1.1 Develop/revise a training manual, to be approved by the NH Department of Education, Bureau of Special Education, to be used to provide trainings for the volunteer educational surrogate parents in accordance with Ed 1115. The Department of Education expects this manual will include, as appropriate, training materials or tools available from U.S. Department of Education, National Technical Assistance Centers.
  - 1.1.1 Schedule and provide up to six trainings (9 hours in length) in various regions of the State each year to train new volunteers to become certified educational surrogate parents in accordance with Ed 1115.
  - 1.1.2 Develop short trainings or webinars, to be approved by the NH Department of Education, Bureau of Special Education, for existing Educational Surrogate Parents on refresher information on rules and procedures and/or hot topic areas to be offered up to 4 times a year.
  - 1.1.3 Develop/revise training flyer, application, materials and marketing ideas to be approved by the NH Department of Education, Bureau of Special Education for the educational surrogate parent training opportunities.

**2.0 REPORTING:**

The successful individual(s) shall provide the New Hampshire Department of Education, Bureau of Special Education monthly reports that detail the materials development and the professional development training activities.

- 2.1 Monthly Reporting to be submitted with each invoice requesting payment, that outlines the development of materials, the Professional development trainings provided and number of people in attendance, and they must provide electronic copies of training manuals and materials developed and used in the trainings and marketing of this volunteer program.

**3.0 CONFLICTS OF INTEREST:**

The successful individual(s) will inform the Department of any conflicts of interest (appearance of, or actual) prior to accepting the contract or while engaged in the contract.

#### **4.0 MINIMUM REQUIREMENTS:**

- 4.1 Bachelor degree in special education or a related field with preference given to certified educators;
- 4.2 Extensive knowledge and experience in special education and of the *NH Rules for the Education of Children with Disabilities*;
- 4.3 The ability to develop short trainings or webinars to be approved by the NH Department of Education, Bureau of Special Education, for existing Educational Surrogate Parents on refresher information on rules and procedures and/or hot topic areas to be offered up to 4 times a year.
- 4.4 Extensive knowledge and experience in providing positive, interactive professional development and trainings to various audience levels including use of videos, roleplaying and other techniques;
- 4.5 The ability to work with representatives from State agencies, partner organizations, school districts, individuals with disabilities, social workers, family services, and possibly court systems;
- 4.6 Must have Professional Liability Insurance in the amount of, not less than, \$1,000,000 with the New Hampshire Department of Education listed as the certificate holder. The cost of which may be reimbursed through the contract.
- 4.7 Effective communication skills (oral and written); and
- 4.8 Must be able to utilize e-mail as a form of communication.

#### **5.0 COMPENSATION:**

Applicants will be compensated at \$50.00 per hour, inclusive of travel time and the cost of Professional Liability Insurance, not to exceed \$9,900.00 for the one year contract period.

#### **6.0 TERMS & CONDITIONS:**

- 6.1 The State shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.
- 6.2 The NHDOE reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 6.3 The NHDOE reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
- 6.4 If the NHDOE chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The NHDOE shall then develop a contract for Governor and Council approval. The contract shall incorporate, by reference, all provisions of this RFP and the successful bidder's proposal. In preparing a contract with the successful bidder, the NHDOE reserves the right to clarify any terms and conditions contained in the proposal.
- 6.5 Public announcements or news releases pertaining to the award of a contract shall not be made until approved by the Governor and Council.
- 6.6 The State shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by Governor and Council.
- 6.7 All obligations of the State, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of State, federal or other funds and in no event shall the State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.

- 6.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the NHDOE Contracting Officer for this project.
- 6.9 Unless otherwise deleted or modified by mutual agreement between the State and the contractor, all general provisions contained within the Form P-37 (see **Attachment A**) shall be incorporated into the contract.
- 6.10 The NHDOE expects to award a contract to the successful bidder. Unless there is a change in the program requirements and/or services to be delivered, the cost for this contract shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP. The maximum contracted cost that will occur shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP. The successful bidder will be required to provide the Department with the following information:
- A recent financial statement, and
  - A Certificate of Existence from the Secretary of State's Office
- In addition, the successful bidder will need to submit a Certificate of Authority authorizing the company to do business with the State of New Hampshire, Department of Education at the time the contract is signed.
- 6.11 **"Any information submitted as part of a bid in response to this request for proposal (RFP) (or request for bid (RFP) or request for information (RFI) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP (RFI, or RFB) will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to a request for proposal, bid or information should be kept confidential as financial or proprietary information, you must specifically identify that information in a letter to the agency."**
- 6.12 **Audit**  
§200.501 Audit Requirements
- (a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
- (b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- (c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- (d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC)*. Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Subrecipients and Contractors*. An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors*. In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

(h) *For-profit subrecipient*. Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75887, Dec. 19, 2014]

#### 6.13 Debarment and Suspension

Organization/Individual submitting a proposal will comply with the provision of the US Code of Federal Regulations 34 CFR 364 and the following US Circular if applicable: Office of Management and Budget (OBM) Circular A-110 "Uniform Administrative Non-Profit Organizations.

The bidder/offer or certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offer or/contractor or any lower their participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

#### 6.14 Copyrights

The Department reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Department of Education purposes:

- (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or contract under a grant or subgrant; and
- (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

## 7.0 LIMITATIONS ON AMOUNT AND CONTRACT PERIOD

7.1 The Department expects to award a one year contract effective July 1, 2017 or upon Governor & Council approval, whichever is later, to the successful applicant. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$9,900.00 for the one year contract period.

## 8.0 BID PROCEDURES

8.1 For purposes of this RFP, a proposal will include:

- 8.1.1 a letter of interest detailing professional, volunteer, or educational experience as related to the Services to be Provided (1.0) and the Minimum Requirements (4.0);
- 8.1.2 three (3) letters of recommendation;
- 8.1.3 any product that may demonstrate your level of expertise in providing effective professional development trainings or facilitation skills; and
- 8.1.4 a current resume.

8.2 This documentation will be evaluated to determine if the candidate has the ability to accomplish the Services to be Provided and meets or exceeds the Minimum Requirements. This evaluation will be based on the candidate's ability to provide evidence of the following criteria:

8.2.1 *Significance of Proposal* – Description of applicant's abilities to meet or exceed the Minimum Requirements (4.0), including a description of their volunteer and work experience and educational background. This will include a review of the letter of interest, letters of recommendation and resume (40 pts).

8.2.2 *Quality of Services to be Provided* – the applicant's ability to accomplish the Services to be Provided (1.0) as evidenced through the documentation submitted, including any products that may demonstrate your level of expertise and experience.

8.2.2(a) *Content knowledge*, including but not limited to, State and federal Special Education laws, knowledge of the Educational Surrogate Parent Program and the role of an educational surrogate parent (30 pts).

8.2.2(b) *Technical Skills*, including but not limited to, facilitation, leadership, collaboration, communication, and report writing (30 pts).

8.3 Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form" (see **Attachment B**).

8.4 Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page" (see **Attachment C**).

8.5 An original and four (4) identical copies of a formal proposal shall be submitted by 4:00pm, Friday, December 16, 2016 to:

Barbara Dauphinais  
New Hampshire Department of Education  
Bureau of Special Education  
101 Pleasant Street  
Concord, New Hampshire 03301

## **9.0 EVALUATION OF PROPOSALS**

All proposals will be reviewed and rated by an evaluation team appointed by the Commissioner of Education. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the award of the contract(s). All proposals received by the deadline will be evaluated based on the Bid Procedures outlined in this RFP.

The Department reserves the right to interview applicants with the highest average scores for their proposal, but the Department shall be under no obligation to interview applicants. If the Department conducts an interview, it will be done so by a team who will develop structured questions and scoring criteria that will clarify the applicant's ability to fulfill this RFP.

If the Department chooses to award contract(s) relative to this RFP, it shall be to the responsive and responsible bidders that receives the highest total rating as a result of the proposal evaluation and/or interview process.

Upon conclusion of final negotiations with the successful proposer, all proposers will be notified in writing of their status, upon final approval of a contract by Governor & Council.

## **10.0 POST-SUBMISSION DEADLINE**

After the submission deadline, the Department will post, on its website, the number of proposals that it received from vendors.

After the Department's review and selection of a vendor, it will post all vendor names and their rank or score five days prior to submission of the Governor and Council contract packet to the Department of Administrative Services.

A vendor questioning the Department's identification of the selected vendor may request that the Department review its selection process. The request shall be in writing and be submitted to the Department within five (5) business days of the posting of the bid results, rank or score.

The Department has five (5) business days to review the request and issue a written response either affirming its initial selection of a vendor or cancelling the RFP. No hearing shall be held as part of the review. The outcome of the Department's review is not subject to appeal.

Enclosures:

Attachment A: P-37 Contract Form

Attachment B: ALT W-9 Form

Attachment C: Cover Page